

COLLABORATIVE  
ARTISTS FOR  
**DANCE**  
ADVANCEMENT

## Collaborative Artists for Dance Advancement (CADA) Studio Policies 2022-23

### **REGISTRATION**

#### **PARENT PORTAL**

All parents must set up an account online under our registration tab. You will be walked through the steps to set up an account, pay the registration fee and first month's tuition, enter a credit card on file, and sign the online waivers.

You can return to this student portal throughout the year to manage payments, register for additional classes, see transaction histories, etc.

#### **FEES DUE UPON REGISTRATION**

- **New Student Non-Refundable Registration Fee:** \$40 per student or \$105 per family
  - Registration fees contribute to yearly administrative costs, insurance, bookkeeping, and studio maintenance, etc.
- **One Month Non-Refundable Tuition Deposit:** Covers September Tuition

#### **CLASS PLACEMENT**

Students will be assessed during their first week of classes for appropriate level to ensure the most efficient and effective training possible. ALL class placements are solely at the discretion of the Instructor and/or Studio Director.

## **PASSING PERIODS**

All hour-long classes run 55 minutes to allow for a five-minute passing period.

These five-minute passing periods increase the efficiency of students and staff during instruction time and set the standard for our professional culture. During these windows, instructors clean up the previous class and set up the next to ensure that all classes start on time, an integral part of a professional, productive atmosphere. These passing periods also ensure students the opportunity to refresh, use the restroom, get out their chattiness, and prepare for their next class, etc. reducing class time disruptions.

## **DROPPING CLASSES**

In the case you need to drop a class during the season, please inform the front office of your desire with 30 days written notice. Unused classes for the month will not be credited or refunded. It is the responsibility of the parent to inform CADA of any changes in enrollment.

## **TUITION AND PAYMENT POLICIES**

Tuition monthly cost is determined by a full-year's tuition divided by the nine months of our full season. Some months may have three lessons while others have five. There is no pro-rating of months with fewer lessons, and no refund given if withdrawing before the end of the year but having had fewer than the average lessons.

At times classes will not be held or will be canceled for varying reasons. CADA reserves this right to cancel class in the event they cannot be conducted for any reason, but not limited to: inclement weather, teacher absence, or government advisory. CADA only pro-rates tuition for months that have 2 weeks of lessons or less (excluding December which is already a planned two-week month).

## **RESCHEDULING, MODIFYING AND CANCELING CLASSES**

CADA reserves the right to reschedule, modify or cancel dance classes and/or replace the teacher as the studio may deem necessary.

We do not offer makeup lessons.

All fees and payments are non-refundable.

### **CREDIT CARD ON ACCOUNT - AUTO-PAY REQUIRED**

All accounts must maintain an active credit card on file. Auto-pay is required. No exceptions. Cards on file will be charged on the 5th day of each month for account balances owed. Payments with credit cards incur a 3% service charge. ACH payments do not carry a service charge. We do not accept venmo, cash or check payments. All payments are non-refundable.

### **MULTI-CLASS DISCOUNT**

Collaborative Artists for Dance Advancement (CADA) offers multi-class discounts to students taking more than one class, with hourly tuition going down as more classes are added. Due to this large discount offering, CADA does not offer sibling discounts.

### **LOYALTY DISCOUNT**

Collaborative Artists for Dance Advancement (CADA) is pleased to offer returning CADA families the following loyalty discount:

- 2nd+ year CADA Families: 10% discount on monthly tuition

### **FULL SEASON ONE-TIME-PAY DISCOUNT**

CADA offers a 10% discount for full-year tuition paid in advance. Recital and costume fees will be paid in addition and separately.

### **INSUFFICIENT FUNDS**

NSF returns on credit card charges or ACH payments will immediately incur an \$25 NSF fee and due with the following months tuition balance.

### **LATE PAYMENTS**

Late accounts will receive a notice via email and a seven-day grace period prior to being charged a late fee. If the account is not brought to a zero balance after seven days, a \$25 automated late fee or 5% finance charge (whichever is greater) will be assessed and the service of dance classes will be discontinued until the account balance is paid in full. Accounts that carry a balance 60 days past due will be inactivated and sent to collections. Students with remaining balances on their account will not be allowed to participate in recital.

## **RECITAL**

All performance classes will be in a yearly recital in May. These classes require a recital and costume fee.

Costume and recital payments are non-refundable and non-transferable.

Students must be enrolled by February to participate in the May recital. At the director's discretion, a new student may be invited to perform regardless of enrollment date.

There are no regularly scheduled classes the week of Dress Rehearsal or on Performance Days – the show activities replace all classes at the studio.

## **ADDITIONAL YEARLY FEES**

- **Recital Fee:** \$80 charged and due October 5 with October tuition \*includes 4 admission tickets and full HD video files of all recital performances. This fee is non-refundable once paid.
  - The recital fee is assessed to each CADA family to cover recital production: team labor, insurance, facility and equipment rental, janitorial and technician fees, music engineering, etc.
  - Recitals will likely be held in a high school auditorium in Meridian.
  - Additional tickets can be purchased at \$12.
  - Parents can earn additional tickets through recital volunteer opportunities.
- **Recital Costume Deposit(s):** \$45 per recital costume – charged and due November 5 with November tuition. \*no refunds given
  - Costumes are for performance classes only as marked in the class schedule document with \*\*.

- **Remaining Recital Costume Balance:** Charged and due February 5 with February tuition. Once recital costumes are ordered in October, accounts will be responsible for covering the remaining costume balance in February.
  - Costumes range from \$60-100.

## **PARENT EXPECTATIONS**

There is no parent observation during class inside the classroom.

Please do not linger in front of the observation windows *or allow young children to linger watching in*. This is distracting for our students.

If you or your children are in the lobby with electronic devices, please use headphones to maintain a quiet atmosphere for our working students.

***If your child is ill, please refrain from coming to class.***

## **DROP OFF AND PICK UP**

Dancers may arrive at the studio up to 10 minutes before start of class. Please do not drop your dancer off earlier than 10 minutes.

Pickup must occur promptly after class. There is no supervision for children after class time. A late pickup fee will be applied if a dancer is picked up more than 15 minutes after class.

## **CLASSROOM EXPECTATIONS & STUDIO ETIQUETTE**

**At CADA, good dance etiquette develops a young artist's character and is of equal importance in dancer development to good dance training.**

## **DRESS CODE**

Consistent adherence to and respect for dress and grooming standards is paramount to our effective and efficient training. Please ensure your hair is secure and you are in the

appropriate attire. Our dress code details can be found here:  
<https://cadanceadvancement.com/dress-code>

Appearance sets a tone and shows the teacher you are ready to learn.

## **CLASSROOM ETIQUETTE**

Please be consistent in class punctuality and preparation. Students who arrive at class after the first ten minutes will learn through observation that day, to protect the safety of the dancer and maintain a professional respect for our staff and the class flow.

Please use the restroom before class begins or during passing periods.

Please talk to your instructor before class if you have an injury or aren't feeling well.

Help keep your studio clean and tidy. Backpacks and belongings are to be neat and tidy and kept in the hallway.

Throw away all trash. Please be careful with food and crumbs as it attracts ants.

## **STUDIO RULES FOR DANCERS**

**During class, you will find our instructors enforcing the following rules:**

- Arrive on time for class ready to learn and participate.
- Always address your teacher by Miss or Mr. unless invited to do otherwise.
- Give your best effort and be proud of it.
- No talking out of turn. Raise your hand to talk and wait to be called upon.
- No acro unless instructed by the teacher. No dancing while the teacher is giving instruction.
- When waiting your turn, watch intently and learn by observation. Do not chat on the sidelines. Watch your classmates and cheer them on.
- Enjoy corrections as a catalyst for improvement and apply them.
- No gum, food or drink of any kind (except water) is allowed inside the studio.
- Be respectful and kind to instructors, peers, and all CADA staff.
- Include all classmates and look for someone who may feel alone.
- No whispering, gossip, obscene language, or inappropriate conversations are tolerated during class or around the studio.
- Be respectful of the studio and the equipment.
- Contribute a positive attitude!

- Have fun!

## **STUDIO COMMUNICATION**

**Email** is primarily used to communicate important studio information. Please add [frontdesk@cadanceadvancement.com](mailto:frontdesk@cadanceadvancement.com) to your list of contacts to ensure you receive important studio information. **Instagram and Facebook** are also used to announce upcoming opportunities. Please follow us on instagram @dance\_cada and facebook at <https://www.facebook.com/cadanceadvancement>.